

Sisseton Wahpeton Oyate

Job Description

Job Title: Bus Monitor/Teacher's Aide (Head start 3-5)

Content Area: Education & Early Childhood Development/Safety

Supervision: Under the immediate supervision of the Education Manager with overall supervision of the Head Start Director.

Standard Employment: 8 hour shift

8:00-4:30 pm, Monday-Thursday

September-Mid-May

General Description: To provide safe transportation to the children enrolled in the program to and from Head Start and on field trips. As Head Start bus monitor/teacher aide is responsible for assisting the teachers in providing a safe and healthy environment and developmentally appropriate learning opportunities for the young children entrusted to them. The bus monitor/teacher aide must consult and cooperate with the parent/families who has temporarily delegated the responsibility for the care and development of their child to the classroom staff. The bus monitor/teacher aide, in the absence of the teacher or teacher aide, must provide leadership and direction to other staff within the classroom and cooperate with other staff in providing services for the children and their parents/family. The bus monitor/teacher aide will assist in the classrooms during lunch and morning and afternoon breaks of the teachers and teacher aides.

Major Duties and Responsibilities:

A. Safety and Sanitation:

1. Assist teacher in complying with safety, sanitation and other guidelines for serving enrolled children
2. Assure safety, sanitation procedures and precautions are taken to limit the spread of infectious disease and assist teacher with Monday morning head checks.
3. Assure that children are dressed appropriately for the weather and type of play in which they are engaged. During the winter months the teacher aid must assist with making sure the children are buttoned up with hats.
4. Model and encourage appropriate health and safety habits to encourage social competence.
5. Assure that children are supervised at all times. No child will ever be left alone.
6. Must ride the bus in the morning and afternoon as a bus monitor.

Communication:

1. Assist in providing an environment that encourages interaction between and among children and adults.

2. Talk to children, especially during meals and other care giving routines or when the child is upset or in a conflict with another child.
3. Encourage expression of feelings.

Guidance:

1. Encourage age and developmentally appropriate problem solving techniques and skills. Help children learn how to think not what to think.
2. Provide children with opportunities to develop self-help skills. **Family style feeding is required.**
3. Promote interaction with other children, encouraging use of words.
4. Set reasonable and appropriate limits and rules for children's behavior and explain why to the children.
5. Inform, remind and assist children in learning appropriate behavior

B. Transportation

1. Assist bus driver with keeping the children safe on the bus, Monday through Thursday
2. Must assist in keeping the bus in clean, safe and sanitary condition, this includes assisting with a bus safety checklist on a daily basis.
3. Attend in-service training and other workshops pertaining to transportation requirements and early childhood development.
4. Participate in bus evacuation demonstrations and other emergency procedure training.

Safety and Sanitation:

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3. Assure that children are dressed appropriately for the weather and type of play in which they are engaged. During the winter months the teacher aid must assist with making sure the children are buttoned up with hats.
4. Model and encourage appropriate health and safety habits to encourage social competence.
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Physical Arrangement:

1. Assist the teacher in the set up and maintenance of a welcome and appropriate environment.
2. Assist the teacher in the creation of developmentally appropriate and well-defined activity areas in the classroom.

3. Assure sufficient and appropriate materials are displayed in an orderly and accessible fashion.
4. Ensure indoor/outdoor areas are safe and secure and provide a variety of opportunities for children to explore.

Schedule Plan and Transition:

1. Assist the teacher in planning and complying with appropriate child activity plan.
2. Assist in the planning and implementation of weekly activities.
3. Assist the teacher in implementing transition activities to assist the children with changes in the environment.
4. Comply with time schedules and respect the needs of the individual child.
5. Assist in providing predictable, consistent routines, as they are a vital part of the child's learning experience to help him gain a sense of security.

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Self-Esteem:

1. Provide opportunity for children to solve problems on their own.
2. Use daily routines to help children master self-help skills and to feel competent.
3. Assist teacher in providing meaningful culturally relevant activities.
4. Support and encourage children's natural curiosity about people and objects in their environment.

5. Spend individual time each day with every child in your primary care group.

Individualization:

1. Assist teacher in conducting two home visits per child and two parent teacher conferences at which time parents will be informed and involved in planning, implementing and evaluating services and activities.
2. Assist teacher in promoting parent/family education to reinforce learning and development at home.
3. Assist teacher in observations of children in the classroom.
4. Provide services that respect child's individual differences and special needs.

Resource Development:

1. Participate in learning experiences for personal growth and professional development.
2. Actively participate and assist the teacher in all aspects of planning.
3. Exhibit knowledge of laws regarding the abuse and neglect of children and report suspected mistreatment in accordance with state law and Head Start policies.

Team Effectiveness:

1. Conduct self in a respectful, cooperative manner when interacting with parents, co-workers, and others and constructively represent SWO Head Start program.
2. Participate in all SWO Head Start meetings as directed, including parent meetings and keep informed as needed to work effectively with others.
3. Knowledgeable about and comply with Head Start policies and other applicable laws and regulations.
4. Provide information in a timely manner as directed by supervisor.
5. Protect and comply with the confidentiality of information regarding the children, parents and other staff members as defined in the SWO Head Start policy and the Head Start Performance Standards. Any violation of this policy is grounds for termination.
6. Contact Education Manager or Head Teacher/Assistant Education Manager when sick. In the absence of Education Manager or Head Teacher/Assistant Education Manager, contact Head Start Director.
7. Requests for approval of annual leave (three days in advance) from Education Manager, in absence of Education Manager Leave must be requested from Director.
8. Assist teacher in the maintenance of inventory for classroom and inform teacher of damaged or missing items.
9. Perform other duties as needed or assigned by the organization
10. Must have good work ethic, time and attendance

Qualifications:

1. Must be willing to learn, speak and promote Dakota language and Dakota culture in the classroom.
2. Prefer two (2) years of applicable experience with some training in emergency procedures.
3. Must possess a minimum of a High School Diploma or GED and work towards a CDA in Preschool Endorsement
4. Must enjoy working with preschool aged children and their families.
5. Ability to work with parents of pre-school age children and must be non-judgmental.

Job Requirements:

1. Must be willing to learn, speak and promote Dakota language and Dakota culture in the classroom.
2. Attend staff meetings, Dakota language classes, in-service training and other career development activities both locally and out-of-the area.
3. Must sign a background check permission form to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes.
4. Must complete CPR and First Aid training within 90-days of hire.
5. Must live and promote an alcohol and drug free lifestyle.
6. Must have physical and TB test.
7. Must submit to a drug test.
8. Must submit three letters of reference with application for employment.
9. Must sign Confidential Statement upon hire and adhere to policy.
10. Indian preference applies.

Approved  Date 11.4.16